

***To: The Bride and Groom
Re: Second Deposit***

At this time, I would like to ask you to forward an additional deposit of \$2,000.00 towards your Wedding Reception to be held at The Berkeley Plaza.

Please put the date of your Wedding Reception and the last name of the Bride and Groom on the check. We would like this check no later than February 1st.

Please also keep in mind the starting time of your reception as stated in your contract. In order to accommodate your guests, we need to know the time of your Ceremony and the time you expect to arrive at The Berkeley Plaza. Your Reception is planned around the starting time you give us.

If you have any questions, please call me. I look forward to hearing from you.

Sincerely,

***James A. Wolkin
President***